



Department of Housing and Community Development

January 31, 2013

NOTIFICATION OF VACANCY

READVERTISEMENT

Grants Accountant
(Financial Services Specialist II)

POSITION #00305

LOCATION:

DHCD
600 E MAIN ST. STE 300
RICHMOND, VA 23219

HIRING RANGE:

\$60,000 - \$70,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development (DHCD) is seeking a Grants Accountant to manage all the agency's grants accounting activities including cash management, reconciliation and reporting of all grant transactions to both Federal and State automated accounting systems. The individual will coordinate the financial transactions for approximately \$100 million in federal funded grants and \$38 million in general funded grants for around 45 grants with multiple sub-grantees. The Grants Accountant will serve as the agency's overall grants accountant who actively interacts with all staff administering Federal and State grants and will ensure adequate sub-recipient program design and utilization. The individual is responsible for developing a systems approach to grant accounting to encompass all aspects of budget, allocation, award, and expenditure monitoring to ensure safeguards are in place to accurately track balances and additional duties as assigned.

QUALIFICATIONS GUIDE:

Considerable knowledge of fiscal operations and of state/local/federal accounting policies and procedures, Federal and State grants financial management, and generally accepted accounting principles and practices required. Develop and monitor risk analysis for grant projects agency wide utilizing internal control systems following SOX (Sarbanes-Oxley)/ARMICS (Agency Risk Management Internal Control System) guidelines in a financial processing environment and ability to devise appropriate changes to a control system in an ever-changing environment. Sound knowledge of accounting systems such as CARS, FINDS, ARMICS/SOX, or similar local or federal systems. Demonstrated ability to apply and adapt accounting principles, prepare, analyze, perform statistical analysis and complex calculations; and to reconcile reports and statements; and to communicate effectively both orally and in writing. Basic knowledge of the preparation of Indirect Cost Allocation Plans as required by Federal guidelines. Strong interpersonal and customer service skills are a must. Proficient skills in the use of a PC and appropriate software to develop spreadsheets, manage financial data, and produce reports. Degree in accounting, finance, or related field or equivalent combination of training and experience preferred. Some travel may be required. A valid driver's license is required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> THIS POSITION IS OPEN UNTIL FILLED.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.
